

MULTIMEDIA



UNIVERSITY

STUDENT ID NO

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MULTIMEDIA UNIVERSITY

FINAL EXAMINATION

TRIMESTER 2, 2017/2018

DAC5028 – COMPUTERIZED ACCOUNTING INFORMATION SYSTEM (For Diploma Students Only)

14 MARCH 2018
2.30 p.m – 4.30 p.m
(2 Hours)

INSTRUCTIONS TO STUDENT

1. This question paper consists of 10 pages with 2 sections.
2. For Section A, shade your answers on the OMR sheet provided.
3. For Section B, write your answers in the answer booklet provided.

SECTION A : MULTIPLE CHOICE QUESTIONS 1-30 (each question carries 1 mark with a total of 30 marks). Answers for this section should be shaded in the OMR sheet.

1. Jegan is working as an administration and accounts manager in a well-known tuition centre that has five branches in Melaka. As the business continues to expand, Jegan has been asked to keep track of the number of student intake in each centre and to ensure there are sufficient staff to handle each class efficiently. In order to ensure the smoothness of the operations, Jegan requires _____ information that does not omit anything important and _____ information that are provided in time to make decisions.

A. timely; verifiable
B. complete; verifiable
C. timely; complete
D. complete; timely
2. Mr. Zainal is the accounts manager of a sports club in Masjid Tanah that has been operating for 10 years. The club offers a variety of sports classes such as swimming, ping pong, badminton and etc. In order to keep the business on going smoothly, he requires valuable information. Which of the followings are considered the benefits of information?

I. Obtaining the statistics of current secondary school students' preferred sports helps to improve the planning process of hiring couches.
II. Calculating the budgeted labor and overhead costs helps to make better costing decisions.
III. Giving out brochures door to door in the neighbourhoods around the club in order to promote their classes.
IV. Obtaining the current market class charges helps to reduce uncertainty that the club is over or undercharging their students.

A. I, III & IV only.
B. I, II & III only.
C. II, III & IV only.
D. I, II & IV only.
3. Ms. Jane owns a floral shop, Jane Floral, in Taman Merdeka, Melaka. Last week, Jane checked her sales order and purchase order documents and found that a few documents were duplicated but each with a different customer or a supplier code. Which of the following could **NOT** possibly occur?

A. There could have been an error in the computerised system where the sales orders and the purchase orders were issued.
B. The employees of the shop could have misplaced the forms due to an increase of sales.
C. The employees could have stolen some of the purchase orders to make false purchases from their relative's shop.
D. The employees could have taken the sales order to issue underpriced bouquets to themselves.

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4. Link Hotel is a boutique hotel in Penang. As the manager of the hotel, Mr. Chew is tasked with ensuring that all customers' bookings are accurately processed, all daily food and toiletries purchases are properly approved and received and there are always sufficient staff to run the hotel. Which of the following process is Arniez **NOT** involved in?
- A. Revenue cycle.
 - B. Production cycle.
 - C. Human resource cycle.
 - D. Expenditure cycle.
5. Razim is working as the first-line manager of a carbonated drink manufacturing firm in Sibul, Sarawak and his daily task is to ensure that all orders are properly filled and shipped out according to the master schedule set by his operations manager. Any disputes on any orders will be directed to his operations manager. Which type of decision structure and decision scope is Razim involved in?
- A. Structured decision with management control scope.
 - B. Structured decision with operational control scope.
 - C. Semistructured decision with management control scope.
 - D. Semistructured decision with operational control scope.
6. Jeanie is the accounts executive of a candy trading company in Jasin and her task is to bill each customers and issue the sales invoice. In order to ensure the accuracy of the sales invoice, she need to obtain the items and quantities shipped from the _____ and the selling price from the _____.
- A. warehouse department; sales department
 - B. warehouse department; accounts department
 - C. shipping department; sales department
 - D. shipping department; accounts department
7. Nestle is a well-known food manufacturing firm in Selangor. The accounts executive of the firm has been tasked to ensure that all documents are properly filed and recorded into the computerised accounting system. This is to ensure that there is sufficient documentation to allow the tracing of a transaction from the source documents to the accounting system and back. This is known as the _____.
- A. document trail
 - B. documentation trail
 - C. audit trail
 - D. recording trail

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8. Bahamas Inn has been operating for 10 years in a private island off the Johor coast and they have been a popular vacation destination due to the clear water and great food and room services. As such, they have been receiving large tour bookings for the past year and has decided to bill the tour agents using monthly statements instead of individual sales invoice. This is known as _____.
- A. open invoice method
 - B. balance statement method
 - C. balance forward method
 - D. open statement method
9. Ramesh is the shipping manager of a baby food manufacturing firm in Klang. His daily task is to ensure that the daily deliveries are sent out on time to the correct addresses. As such, he needs the _____ in order to pick the orders and the _____ in order to pack and ship the orders.
- A. packing slip; delivery order
 - B. packing slip; picking ticket
 - C. picking ticket; sales invoice and delivery order
 - D. picking ticket; packing slip and delivery order
10. A back order is issued when _____.
- I. the raw materials were not stored in the location indicated on the stock list
 - II. the customers are notified to wait for the production of the goods.
 - III. the production department is prompted to increase their production.
 - IV. the online inventory records do not tally with the physical records.
- A. I, II & IV only.
 - B. II, III & IV only.
 - C. I & III only.
 - D. I, II, III & IV.
11. Which of the following **DOES NOT** warrant the issue of a credit memo for a manufacturer of plastic flowers?
- A. When the customer delivers out the inferior quality plastic flowers to their wholesalers.
 - B. When a customer receives damage plastic flowers due to the careless shipping process and subsequently returns it to the company.
 - C. When a customer is written off as bad debts as the customer is declared bankrupt.
 - D. When the company provides allowances for damaged goods for flowers that are to be shipped to overseas customers.

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12. David has started an online business selling various women, men and children's clothing and accessories. As such, he has made contact with his customers through online web chat and instant messaging. When the customers want to purchase an item, they are required to make an online transfer payment. Once the payments are received, the goods are packed and shipped to the customers.

The above cash collection method is also known as _____.

- A. electronic fund transfer
- B. credit card payment
- C. financial electronic fund transfer
- D. electronic lockbox

13. Zack, the production manager plans to purchase additional bread making equipment to fulfill the increasing demand by customer. After the budget approval is approved by Finance Treasurer, Zack needs to fill up the _____ and send to purchasing department.

- A. purchase requisition
- B. blanket order
- C. purchase order
- D. bill of material

14. Dave works as a purchase manager in a courier company located at Ipoh, Perak. His wife Helen works in the human resources department in the same company as human resource executive. Which of the following question forward by Dave to Helen as part of his job assignment?

- A. How many courier bags are needed for the following half years supplies?
- B. Are all baggage are properly packed and send to the correct address?
- C. What is the total petrol charges claimed by the delivery man for this month?
- D. Is there anyone replacing Samuel, the purchasing clerk who will retires on next month?

15. Which of the following is **NOT TRUE** regarding expenditure cycle?

- A. Purchase transactions can be engaged using either cash or credit terms or both.
- B. Cash purchase transaction normally involves smaller amounts and claims by company staff.
- C. Expenditure cycle involves interactions with vendors in purchasing goods and raw materials.
- D. One of the objective of purchasing cycle is to minimise cost of acquiring and maintaining inventory, supplies and services.

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16. Proton is one of the local automobile manufacturer in Malaysia. Innovax Sdn. Bhd. is one of the pharmaceutical companies in Malaysia. The common thing about both industries is that it involves combining and assembling of processed raw materials from various suppliers and involve with complex stages in productions. Which of the following IT is suitable to implement for effective and efficient in managing the processed raw materials once received from suppliers?
- A. Bar coding.
 - B. RFID tags.
 - C. EDI.
 - D. Satelite technology.
17. Staedtler is a well-known stationery manufacturing company located in Puchong. The stationeries are produced based on the improved designs that keeps changing to cater different types of users especially students and office staff in various industries. Which of the following **DOES NOT** describe the importance of this design?
- A. To meet the user requirement for smoother ink and comfortable grip.
 - B. To ensure better ink quality for more expensive pens.
 - C. To minimise stationeries production cost as low as possible.
 - D. To ensure that the stationeries are durable.
18. Pricilla is working as a receiving clerk in a printing company, Print-A Berhad in Segamat. Recently the company accepted and signed an agreement with one of the main publisher and therefore made a huge ordering involving bundles of high quality imported rolling papers and inks from a selected local supplier.
- Which of the followings are the proper working procedures that Pricilla should apply upon receiving the goods?
- I Comparing the purchase order number on the packing slip with company's purchase order file.
 - II Preparing receiving report to purchase and finance department.
 - III Physically counting the rolls of paper and ink received.
 - IV Examining and separating damage goods.
 - V Checking on whether the purchase order is valid.
- A. I, V, IV, II & III.
 - B. I, V, II, IV & III.
 - C. V, I, III, IV & II.
 - D. V, I, III, II & IV.
19. Referring to Question 18, the following conditions below may cause Print-A Berhad to issue debit memo to the supplier **EXCEPT** _____.
- A. The rolls of paper and ink received are not expectedly high quality
 - B. The rolls of paper is in bad shape and not usable
 - C. The rolls of paper and ink is not imported
 - D. The ink and the rolls of paper received is in good condition.

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20. In production cycle, the correct information required to determine the production level are _____.
- A. customer order, actual sales and raw material inventory levels
 - B. actual sales, finished goods inventory levels and customer order
 - C. raw material inventory levels, customer order and forecast sales
 - D. forecast sales, customer order and finished goods inventory levels
21. The information regarding _____ flows from production cycle to _____.
- A. finished goods; payroll cycle
 - B. work in progress cost; expenditure cycle
 - C. direct labour; payroll cycle
 - D. overhead cost; financing cycle
22. Which of the following documents are inaccurately describe its usage in planning and scheduling production?
- A. Material requisition is used to authorise movement of material from receiving department to production site.
 - B. Production order is used to authorise production by listing the quantity to produce, operation perform and location for delivery.
 - C. Move ticket is used to document the movements of parts and materials throughout the factory.
 - D. Master production schedule is used to specify the duration period and when to produce each product.
23. The followings are objectives related to cost accounting **EXCEPT** _____.
- A. minimising production cost of both raw materials and goods in progress
 - B. provide information for planning, controlling, and evaluating the performance of production operations
 - C. provide accurate cost data about products for use in pricing and product mix decisions
 - D. collect and process information used to calculate inventory and cost of goods sold
24. The cost of machines and equipment purchased for productions are affected by the following situations **EXCEPT** _____.
- A. the cost for installation and safeguard of the machines and equipment
 - B. the instalments and interest paid for the machines
 - C. the disposal of the machines no longer in used
 - D. the request for competitive biddings among machine suppliers

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25. Payroll to staff were processed in batch mode because _____.
- A. there are too many staff in the company or organisations
 - B. it applies to the normal company procedures and management's policy
 - C. salaries and wages are paid every end of the month
 - D. to allow time to recompute all salaries and wages before approval for payment
26. Sandra is managing the human resource department and she is responsible in allocating tasks to all staff in the department which includes _____.
- I recruiting and hiring new employees for all departments in the company
 - II training existing and new employees if requires
 - III compute and approved monthly salary payments
 - IV discharge unethical employees if found guilty
- A. I, II & III only
 - B. I, II & IV only
 - C. II, III & IV only
 - D. I, II, III & IV
27. _____ is suitable to record validate time and attendance for employees especially companies that assign their employees to certain task and set access restrictions in certain areas and machines usage.
- A. Electronic time clock
 - B. Badge and badge readers
 - C. Job time ticket
 - D. Online terminals
28. The commonly known voluntary deduction for employees are as follows **EXCEPT** _____.
- A. insurance
 - B. tax withholdings
 - C. Employee Pension Fund (EPF)
 - D. Social Security Organization (SOCISO)
29. The followings show the importance of human resource management cycle **EXCEPT** _____.
- A. to find the right candidate for the right task.
 - B. to find potential employee for the task.
 - C. to monitor the employees' yearly working performance (KPI).
 - D. to ensure the employees are performing their task smoothly and ethically.

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30. The source information regarding changes in discretionary deductions can be collected from _____.

- A. individual employee
- B. various departments
- C. insurance companies
- D. government authorities

SECTION B : STRUCTURED QUESTIONS (70 marks).

Please answer all questions in the answer booklet provided.

QUESTION 1

En.Azrie is one of the Chief Executive Office of a company in Malaysia involved with packaging imported fruits from countries in Europe and Asia Region. His responsibility is to monitor the purchase of imported exotic fresh fruits from various fruit suppliers outside Malaysia. These exotic fruits will be pack in local company factories and promptly distribute to wholesalers and supermarkets in all states in Malaysia. Every month, En.Azrie also monitors on the sales performance and reviews customer complaints of the package fruits sold in the supermarket from sales and marketing managers. If the complaints from customers continues to increase on certain exotic fruit, En.Azrie will request the purchasing manager to change the specific suppliers immediately from the list of the potential suppliers. Normally, the purchasing manager is responsible to prepare and update the potential supplier list and supplier performance evaluation report summary for each quarter of the year.

Required:

- a) Assume you are the purchasing manager, list **THREE (3)** considerations and provide a reason to each of these considerations in preparing the potential suppliers list to En.Azrie. **(6 Marks)**
- b) Every quarter of the year En.Azrie request to go through the summary of suppliers performance evaluation report prepared by the purchasing manager.
 - i. Explain **ONE (1)** main reason En.Azrie observes this report. **(1 Mark)**
 - ii. Provide **THREE (3)** data that are essential in preparing this report. **(3 Marks)**
- c) "The types of goods purchased highly affects a company's inventory control system."
In your opinion, which approach does the above company applies in its inventory control for the exotic fruits purchased? **(1 Mark)**
- d) Briefly describe **TWO (2)** reasons based on your answer in (c). **(4 Marks)**

(TOTAL 15 MARKS)

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QUESTION 2

Memory Lane is a leading manufacturer, distributor and retailer of greeting cards and gifts in Malaysia. The firm has experience in creating and producing high quality greeting cards for different festive occasions in a variety of moods and style. The company's reputation as a gift supplier has grown and its franchise operations can be found in all major shopping malls in the Klang Valley and other major cities in Malaysia.

Required:

- a) Briefly describe the **FIVE (5)** primary activities in Memory Lane. Provide suitable examples to support your answers. **(10 Marks)**
- b) The value chain in Memory Lane is important in order to provide value to their customers. Identify the **FOUR (4)** support activities in Memory Lane's value chain. **(4 Marks)**
- c) What are the **THREE (3)** hardcopy information that can be found in the company? **(3 Marks)**
- d) List any **THREE (3)** enterprise resource planning (ERP) modules that can be found in a company. **(3 Marks)**

(TOTAL 20 MARKS)

QUESTION 3

- a) List **FIVE (5)** basic activities in payroll cycle. **(5 Marks)**
- b) Provide **THREE (3)** objectives of cost accounting. **(6 Marks)**
- c) Describe **TWO (2)** types of cost accounting approaches implemented by manufacturing companies. **(6 Marks)**
- d) Name any **THREE (3)** data that is essential in cost accounting. **(3 Marks)**

(TOTAL 20 MARKS)

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QUESTION 4

Mr. Sean is the accounts executive of a manufacturing firm that produces the famous fish cracker known locally as '*keropok lekor*'. The firm's business has been growing quickly over the years and they have begun offering credit sales two years ago. According to Mr. Sean, when sales orders are received, the availability of the stocks is often checked first before they proceed to approve the customer's credit. This is to speed up the production and delivery process in the case of lack of stock.

Required:

- a)

"When sales orders are received, the availability of the stocks is often checked first before they proceed to approve the customer's credit. This is to speed up the production and delivery process in the case of lack of stock."

Is Mr. Sean's statement stated in the box above is accurate? Why do you say so?
(2 Marks)

- b) Name the **TWO (2)** types of credit authorization that are normally conducted by credit managers. Identify the types of customers that are subjected to each of the authorization process.
(6 Marks)
- c) Provide **THREE** departments that will be notified of the sales when there are enough crackers to fill the orders.
(3 Marks)
- d) Once a sales order has been approved, the second activity in the revenue cycle is to pack and ship the orders. Identify **FOUR (4)** technologies that can be used to speed up the accuracy of the perpetual inventory records under this activity.
(4 Marks)

(TOTAL 15 MARKS)

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